



AK National Guard Human Resources Office

# **PERFORMANCE APPRAISAL APPLICATION PROGRAM**

## **FREQUENTLY ASKED QUESTIONS**

**&**

## **INFORMATION LINKS**

# **FREQUENTLY ASKED QUESTIONS**

## **Why are we changing? Is the new Performance Appraisal Program required?**

Good performance management requires a clear understanding of one's job and a set of clearly defined performance expectations. The new performance management system recognizes and rewards employee's performance.

Per TPR 430, it is required to move to a 5 tier system.

## **What's in it for me (WIIFM)?**

Employees have the opportunity to advocate for themselves utilizing the self assessment.

Furthermore, a Higher Level reviewer has input throughout the rating period to keep the appraisal program fair and equitable.

Rating system allows for higher average rating (rounded up).

## **How do you stop the good ole boy system?**

Supervisor is required to provide narrative comments for each critical element and for the overall rating.

Furthermore, a Higher Level reviewer has input throughout the rating period to keep the appraisal program fair and equitable.

## **Who will and how will it be trained?**

Members of the Human Resource Office who are subject matter experts in the program will conduct the training throughout the summer of 2010.

Training will take place throughout the state in the Distant Learning Classrooms and at the 133<sup>rd</sup> and 148<sup>th</sup> air wings. Training events are 1 day in length.

## **Isn't this new program accessed by using a computer? Everyone in our shop doesn't have a computer?**

The MNNG is working hard to provide computers and access to those locations.

DLN Labs and HRO support and assistance is always available.

## **Is there a benefit to having more than two critical elements on my performance plan?**

With a five – tier performance plan and averaging out three critical elements, the employee has the opportunity to receive a QSI without all the critical elements being rated as outstanding.

# **FREQUENTLY ASKED QUESTIONS**

## **What does the self assessment option offer me?**

Employee has the opportunity to advocate for him/her self and describe how their accomplishments met or exceed the critical elements and performance standards.

Furthermore, the higher level reviewer has visibility of the employee's achievements in order to assess against the supervisor's narratives.

## **What are the impacts of going from a three tier system to a five tier system?**

The key feature of the new performance management system is the philosophy, not the tool. The new philosophy requires organizations to indentify, measure, and report on their efforts to continuously improve the performance of their major programs, focuses on results, and which processes best accomplish these results, and; calls for a performance management and awards system that identifies and rewards the organizations employees.

Furthermore, the new system allows employees to be rated at a more favorable average rating (5 vs. 3), resulting in higher rating for the employee and thus he/she may be in consideration for an incentive award.

# WHERE TO GO FOR INFORMATION!!

## RESOURCES

- Resources available on the J1 HRO SharePoint page under “Shared Documents” & “Performance Appraisal Program Resources.”  
<http://sharepoint/JFHQ/JSTAFF/J1/HRO/default.aspx>
- **Journal Self Assessment** – A self assessment journal available in Microsoft Word.
- **Self Assessment Pamphlet** – A pamphlet with detailed instructions on self assessments.
- **Critical Elements Pamphlet** – A pamphlet with detailed instructions on critical elements.
- **TPR 430** – National Guard Technician Performance Appraisal Program regulation.
- **Guidance When adding Supervisory Duties to Non-Supervisory Positions** – TPR 511 permits Human Resource Offices to authorize “minor changes to National Guard technician position descriptions that do not affect the classification (pay plan, title, series, and grade) of the position”.
- **DCPDS Portal** – Log In for My Biz / My Workplace.  
<https://compo.dcpds.cpms.osd.mil>
- **DCPDS Self Service** – DCPDS user guide, FAQs, terms and definitions, and brochure.  
<http://www.cpms.osd.mil/hrbits/selfservice.aspx>

## REFERENCES

- **TPR 430** – National Guard Technician Performance Appraisal Program